

8. VFC REQUIREMENT CHECKLIST

Below is a checklist of VFC requirements by frequency, which can be used to assess your compliance with the program.



Table 1 VFC Requirement Checklist by Frequency

X	VFC Requirement by Frequency	More Information
Once (upon enrollment or as needed)		
	Submit Site Contract, imMTrax MOA, and System Access Requests.	Sections 2,12
	Receive VFC PIN # and imMTrax login credentials.	Sections 2,15
	Set up vaccine storage units/thermometers according to the <i>Vaccine Management Plan</i> . Submit one week of temperature data for approval. Login to imMTrax and set up cold storage units.	Sections 13,14
	Post "DO NOT DISCONNECT" signs on outlets and circuit breakers or establish electrical loss prevention policy.	Section 13
	Complete (update) and review <i>Vaccine Management Plan</i> with staff. Document the update/review in Section 12. Copy and post completed Section 12 on vaccine storage units.	Sections 11,12
	Fulfill Vaccine Manager and Alternate Manager education requirement.	Section 19
Every Vaccination Visit		
	Screen for VFC eligibility and document using an approved method.	Section 4
	Distribute current Vaccine Information Statement to patient (VIS).	Section 6
	Chart required vaccination information.	Section 6
Twice Daily		
	Log temperatures and Data Logger LED status for each storage unit on state-supplied paper temperature log (paper logs can be downloaded from www.immunization.mt.gov).	Sections 13,14
Monthly (by the 15th of every month)		
	Download, review, and save Data Logger (thermometer) data for the previous month.	Section 14
	Enter monthly cold chain data into imMTrax (if not entered twice daily) and submit to the State.	Section 15
	Reconcile inventory in imMTrax for the previous month.	Section 15
	Order vaccine per State instructions (must have reconciled within 14 days to order).	Section 15
Yearly		
	Review <i>Vaccine Management Plan</i> with staff and update/re-post Section 12, if necessary.	Sections 11-17
	Re-enroll by submitting a new site contract in imMTrax (per State instructions).	Section 2
	Fulfill annual Vaccine Manager and Alternate Manager education requirement.	Section 19
Every Other Year		
	Host a compliance site visit from the Montana Immunization Program.	Section 7
As Needed		
	Document all storage unit temperature excursions with either Vaccine Incident Report or entry in trouble-shooting log.	Section 13
	Submit VAERS incidents.	Section 6
	Document borrowing and repayment on VFC Vaccine Borrowing Report.	Section 16
	Update and re-post Section 12 of the <i>Vaccine Management Plan</i> if information changes.	Sections 11, 12
	Retain VFC documents for three years (e.g., eligibility screening logs, temperature logs).	Sections 1,4,14
	Submit temperature data for new or repaired storage units prior to using appliance or if requested by the Immunization Program for quality control purposes.	Sections 13,14